

# National Compensation Survey: A Guide for Respondents

The Bureau of Labor Statistics (BLS) is dependent upon you for accurate, complete, and timely statistics. This brochure is designed to answer your questions about how establishments are selected for the National Compensation Survey, and describes the information the BLS field economist would like to collect during his or her visit.

BLS hopes you will find the published results of use in your compensation decision-making. If you have any further questions or would like a publication describing this program, please contact the BLS Regional Office nearest you.

Thank you for participating in the National Compensation Survey. Any data you supply will be held in confidence and used for statistical purposes only. (Data available in an electronic format speeds collection for both you and BLS.)

## **How was my establishment selected for this survey?**

- The list of establishments from which a sample is randomly chosen is from State unemployment insurance records.
- The sample represents all industries and all establishments of 50 or more workers in your local area.
- Selected establishments represent others of similar size in the same industry in the survey.

## **What information is needed about your jobs?**

- Data are needed on only a limited number of jobs selected randomly during the BLS visit.

## **Which source records are useful for collection?**

- A list of all employees (identified by ID number or job code, not name) in the establishment
- Job titles for all employees
- Establishment job descriptions
- Most recent payroll data (wages for individual workers)

## **For each selected job, BLS needs to—**

- Classify the occupation:
  - Job title
  - Duties and responsibilities of job
- Identify job characteristics:
  - Work schedule: hours per day, days per week, weeks per year (full-time or part-time)
  - Time-based or incentive-based compensation
  - Union or nonunion status
- Determine the level of work:
  - Each job evaluated based on ten generic factors:
    - Knowledge
    - Supervisory controls
    - Guidelines
    - Complexity
    - Scope and effect
    - Personal contacts
    - Purpose of contacts
    - Physical demands
    - Work environment
    - Supervisory duties

- Once the correct level has been determined for each factor, the combination determines the overall level
- Record the current wage rate:

#### Inclusions

- Straight-time hourly pay or salary
- Cost-of-living allowances
- Income deferred via 401(k)-type plans
- Incentive pay including commissions, production bonuses, piece rates

#### Exclusions

- Bonuses not tied directly to production
- Shift differentials
- Premium pay for overtime, holidays, weekends
- Payments by third parties (e.g., tips)

**Thank you for helping  
to make the National  
Compensation Survey  
a success!**

## Your Contacts For Labor Statistics

Bureau of Labor Statistics Regional Offices can help meet your economic information needs and can answer questions about participating in BLS surveys.

#### Region I - Boston

JFK Federal Building, E-310  
15 New Sudbury Street  
Boston, MA 02203-1603  
Phone: (617) 565-2327 Fax: (617) 565-4182

#### Region II - New York

Room 808  
201 Varick Street  
New York, NY 10014-4811  
Phone: (212) 337-2400 Fax: (212) 337-2532

#### Region III - Philadelphia

3535 Market Street, 8th Floor  
Gateway Building, Suite 8000  
Philadelphia, PA 19104  
Phone: (215) 596-1154 Fax: (215) 596-4263

#### Region IV - Atlanta

Room 7T50  
61 Forsyth Street, S.W.  
Atlanta, GA 30303  
Phone: (404) 562-2463 Fax: (404) 562-2550

#### Region V - Chicago

9th Floor  
Federal Office Building  
230 S. Dearborn Street  
Chicago, IL 60604-1595  
Phone: (312) 353-1880 Fax: (312) 353-1886

#### Region VI - Dallas

Federal Building  
525 Griffith Street, Room 221  
Dallas, TX 75202-5028  
Phone: (214) 767-6970 Fax: (214) 767-3720

#### Region VII and VIII - Kansas City

City Center Square  
1100 Main, Suite 600  
Kansas City, MO 64105-2112  
Phone: (616) 426-2481 Fax: (616) 426-6537

#### Region IX and X - San Francisco

71 Stevenson Street  
P.O. Box 193766  
San Francisco, CA 94119-3766  
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U.S. Department of Labor  
Bureau of Labor Statistics

